1. Check existing NCAGE (NATO Commercial & Government Entity Code)
2. Update existing NCAGE
3. Request new NCAGE
4. Supranational Organizations request NCAGE

https://eportal.nspa.nato.int/AC135Public/CageTool/home
1. Look up existing NCAGE

Open website
https://eportal.nspa.nato.int/AC135Public/CageTool/home

Enter known data in known search fields NCAGE code, Organization name, address details, DUNS:

Select Search

<SETTINGS>
Select your user interface language: EN=English / FR=French

<FAQ>
Consult Frequently Asked Questions

Watch

Video on how to register for the U.S. System for Award Management (SAM)

This document explains the NCAGE code procedures. It also includes the process as they relate to registering in and updating data in the U.S. SAM.

We highly recommend organizations trying to do business with the U.S. Federal government read the document and follow the instructions.
2. Update existing NCAGE

- **Search results**
  - Review search results, Select concerned NCAGE, open details

- **consult NCAGE data**
  - Review details of existing NCAGE: Name, address details, Contact phone number, contact email,
  - If details require update, click Create Update Request
  - Or return to search page

https://eportal.nspa.nato.int/AC135Public/CageTool/home
enter <Initiator Information>

- Enter First, Last name, email, and optional Organization name, City, Country, phone

- Enter Organization data: general information: Organization name, country, Identification Number

- Enter Organization Data: Geographical Location: street address, postal code

- Enter Organization Data: Postal location: post office box, city, postal code

- Continue to the bottom of the form
2. Update existing NCAGE

enter <organization data>

- Contact information: Enter phone number
  - First, Last name, email,
- click sign (+) to add email/website/phone/fax
- Phone & fax only digital e.g 0035230636886
- Enter Organization Data: Additional Information: classification identifiers of your entity
- Select questionnaire replies/reasons for change: merger, or split or activity discontinued
- Enter additional justification for change
- Enter Captcha Code
- Click Submit Request

Update NCAGE Request Success!
Your request REF LU201643043 has been pre-recorded and a VALIDATION Email transmitted to your mailbox.
You have to CONFIRM your request by CLICKING on the link embedded in the Email.

Go to home page

https://eportal.nspa.nato.int/AC135Public/CageTool/home
2. Update existing NCAGE

- E-mail confirmation arrives to email of initiators
- Review request details
- Required: Validate your request by clicking on validation link
- Confirmation message appears to end the update process

![NCAGE Code Request Tool](https://eportal.nsp.nato.int/AC135Public/CageTool/home)
3. Request new NCAGE

If no existing NCAGE found, Request New NCAGE

Application will open wizard in the new window
Follow wizard order 9 steps:

1. Enter all mandatory data marked with (*)
2. Select **type of entity** from dropdown menu
3. Select **type of request**: routine or emergency
4. Select from drop down list: **Country of entity registration**
5. Click to the following step.

**Request New NCAGE Code**

Please follow the wizard below in order to request a new NCAGE code.

**Step 1:**
- Enter all mandatory data marked with (*)
- 1. Select **type of entity** from dropdown menu
- 2. Select **type of request**: routine or emergency
- 3. Select from drop down list: **Country of entity registration**
- Click to the following step.

**Step 2:**
- **Private Company**
- **Governmental Entity**
- **Individual**
- **Other**

**Step 3:**
- **Routine: 10 (calendar days)**
- **Emergency: 3 (business days)**
3. Request new NCAGE

Step 2:
- Enter all mandatory data marked with (*)
- Enter organization data “organization name”
- Enter if available state, identification number and DUNS
- Click Next to the following step.
- Or Back return to the previous step
3. Request new NCAGE

Step 3:

- Enter all mandatory data marked with (*)

- Enter organization data: “geographical location”

- Enter street address, city, postal code

- Click **Next** to the following step.

- Or **Back** return to the previous step
3. Request new NCAGE

Step 4:

- Enter all mandatory data marked with (*)

- Enter organization data: “postal location”

- Enter street address, city, postal code

- Click **Next** to the following step.

- Or return to the previous step

https://eportal.nspa.nato.int/AC135Public/CageTool/home
Step 5: Enter all mandatory data marked with (*)

- Enter organization data: “contact information”
- Click sign (+) to add email/website/phone/fax
- Phone & fax only digital e.g. 0035230636886

- Click to the following step.
- Or return to the previous step

Click on bin icon to remove 3.

Request new NCAGE
3. Request new NCAGE

Step 6:
Enter all mandatory data marked with (*)

- Enter organization data: “additional data”

- Click sign (+) to add classification identifiers of your entity

- Click Next to the following step.

- Or Back return to the previous step

Click on bin icon to remove

https://eportal.ns.nato.int/AC135Public/CageTool/home
Step 7: Select YES/NO response to questionnaire

- Select response from dropdown menu to all mandatory questions marked with (*)

- Click **Next** to the following step.

- Or **Back** return to the previous step.
Step 8: Enter initiator information

- Enter initiator data in all mandatory questions marked with (*): name, last name, email
- Enter optional data: organization name, address, country, phone number in digits only
- Click to the following step.
- Or return to the previous step
3. Request new NCAGE

Step 9: Finish

- Click **Review** to review all details entered.
- Enter mandatory Captcha Code (*)
- Click Submit request

- Or **Back** to return to the previous step
- Or Click **Reset** to clear all entry fields

New NCAGE Request Success!

Your request REF LU201693044 has been pre-recorded and a VALIDATION Email transmitted to your mailbox.

You have to CONFIRM your request by CLICKING on the link embedded in the Email.

Click OK to confirm
3. Request new NCAGE

- E-mail message of “NCAGE Code Create Request” pre-recorded in the system arrives at mailbox of initiator

- Click here to review your request details

- Required: Validate your NCAGE Code Request by clicking on validation link

- After validation a confirmation message pops up

- Assigned NCAGE Code will finally be transmitted via E-mail message to the initiator
Supranational Organizations alike:

- United Nations (UN)
- European Union (EU)
- North Atlantic Treaty Organization (NATO)
- International Standard Organization (ISO), etc.

shall request NCAGE code via email at ncage@nato.nspa.int

The email shall comprise complete:

- entity name
- Address
- email address
- Phone number
- website

ncage@nato.nspa.int